

Anna Gawecki
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EMPLOYMENT

Engineering Aide– City of Riverside, Public Works **2002-till present**

CITY OF RIVERSIDE, PUBLIC WORKS DEPARTMENT

RIVERSIDE, CA

- GIS-UPDATE AND EDITING STORM-DRAIN PLANS USING CADME PROGRAM (ARCINFO APPLICATION)
- HELPING ENGINEERS WITH PROJECTS-DRAWING STREET IMPROVEMENT PLANS USING AUTOCAD
- HELPING ENGINEERS TO MANAGE CAPITAL PROJECTS
- MAKING PAYMENTS FOR THE CONTRACTORS (USING EXCEL)
- PREPARING OCCUPANCY RELEASES FOR PRIVATE DEVELOPEMENT
- PREPARING CHANGE ORDERS AND BUDGET TRANSFERS

Copy Assistant – Art Department

2000-2001

STARCREST PRODUCTS OF CALIFORNIA, INC

MORENO VALLEY, CA

- RESEARCHING PLANNING NOTES
- GENERATING SET-UP TABLES
- IMPORTING DATA INTO COMPUTER
- COMPILING PAGE SEQUENCES INTO COMPUTER SYSTEM

GIS Data Processing

1999-2000

NOBEL SYSTEMS

SAN BERNARDINO, CA

- Database conversion using AutoCAD
- Final QC, Final edits
- Scanning

Account Receivable Assistant

1983-1985

COMMERCIAL BANK OF POLAND

WARSAW, POLAND

- payment vouchers data entry
- past due payments clarification, correspondence with foreign banks

Legal Advisor

1982-1983

REGIONAL DEVELOPMENT COMPANY "NAUKA"

WARSAW, POLAND

- preparation of legal documents for property acquisition, survey, development
- property purchase negotiations, legal verification of development documents
- development approval negotiations with local authorities

EDUCATION

Master of Science

1978-1982

WROCLAW UNIVERSITY

WROCLAW, POLAND

Major:

Law and Administration

Certificate of Completion

2001/2003

SAN BERNARDINO VALLEY COLLEGE

- "GIS CERTIFICATE"–GEOGRAPHIC INFORMATION SYSTEM

* US CITIZENSHIP

* **Computer Skills:** ArcView, AutoCAD, CADME (based on ArcINFO), Word, Internet Explorer, Excel, Quicken,

* **Languages Spoken :** Polish, Russian, English

References available on request.